

EXHIBIT 7



Ronald E. Richter
Commissioner

April 16, 2012

Donald Brosen
Deputy Commissioner
Division of Administration

Ms. Dawn Littlejohn
253 West 122nd Street
New York, N.Y. 10027

Janet D. Subrizi
Assistant Commissioner
Office of Personnel Services

Dear Ms. Littlejohn:

150 William Street, 16th Floor
New York, N.Y. 10038

This letter is to acknowledge receipt of your Transfer Request Form (ACS-300) by the Administration for Children's Services Transfer Unit. Please be aware that the submission of Form ACS-300 does not represent a guarantee of your request.

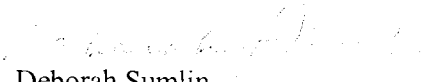
212-341-2501 tel.
212-341-2504 fax

We have recorded your requested assignment (s) as follows:

Family Support Services – Office of Community Partnership and Advocacy

Your request will remain on file until a vacancy becomes available or for one year. If you wish to withdraw your request, please complete and sign the bottom portion of this form and forward to: **Administration for Children's Services, Personnel Transfer Unit, 150 William St. 16th Floor, New York, NY 10038. Attention: Ms. Doris Cochran.** You may also send an e-mail to Ms. Cochran to rescind your request.

Sincerely,


Deborah Sumlin
Transfer Unit Manager

☐ I am rescinding my Transfer Request/s as noted:

Title: _____ Employee I.D. #: _____

Signature: _____ Date: _____

Current Location/Address: _____



Children's Services

RECEIVED
ACS/PERSONNEL SVCS.
Form CS-300
Revised 2/2012

2012 APR 13 PM 3:21

REQUEST FOR TRANSFER

Submit your request to the Office of Personnel Services Transfer Unit at 150 William Street, 16th Floor, New York, N.Y. 10038. All transfer requests received by Personnel Services will remain on file until the transfer is completed or one year from the date of submission. You may also fax your transfer documents to 212-341-2500.

This request is for: ☐ Transfer ☐ Shift Change ☐ Transfer and Shift Change

EMPLOYEE INFORMATION: Please print legibly.			
Last Name:	First Name:	M.I.	Gender: () Ms. () Mr.
Littlejohn	Dawn	F	
Employee ID #:	Current Title/Level:		
0180901	Administrative Staff Analyst (NPM)		
Home Address:			
253 West 122nd Street			
City:	State:	Zip:	
NY	NY	10027	
Home Phone #	Office Phone #	Alternate Phone #	
(917) 475-1370	(212) 341-2550	()	

CURRENT ASSIGNMENT:	
Division/Program:	Unit/Facility:
Administration / Employment Services	Personnel - 16th floor
Distribution Point:	Work Location Address and Borough:
M50 AD m2 / Administrative Ser	150 William Street, 16th Fl NY, NY
Current Work Schedule/Tour:	Days Off/Pass Days:
9-5 / Mon - Fri	n/a

REQUEST FOR TRANSFER TO:	
Division/Program	Work Location Address and Borough
Formerly CGA FSS 1. FSS / Office of Community Partnership & Advocacy	150 William Street, 11th Floor, Rm 11-41 Manhattan NY, NY
2.	
3.	
4.	
5.	

SHIFT CHANGE:	
What Work Schedule/Tour are you requesting?	What Days Off/Pass Days are you requesting?
n/a	

SIGNATURE

Dawn Littlejohn

DATE

4/13/12